Chapter 14 - Transmittals

The LASD/LAPD Transfer Record (SH-C-R-275) is commonly referred to as a "transmittal". The basic purpose of the transmittal is to provide a record of the movement of inmates, court papers, and property. The transmittal also provides a receipt for inmates; therefore, acts as a protection against accusations of mishandling that may occur. IRC/CRDF also uses the transmittal to release or detain individuals. It is imperative that transmittals are legible, neat, accurate, and complete.

Generally, a transmittal must accompany all inmates transported to IRC/CRDF, unless they are coming from a Custody Division facility. When inmates are transported from a Custody Division facility, they will be accompanied by a teletype listing all inmates transported. Usually the Unit or agency requesting transportation will prepare the transmittal; however, transporting Deputies will occasionally be required to prepare the transmittal (i.e., when picking up a warrant arrestee at an outside agency).

• 2-14/010.00 Preperation Of Transmittals

Each transmittal should contain the following information. (The sections highlighted in bold type indicate a specific section or location on the transmittal form.):

- Title (written in large letters across the top of the form) and nature of inmate (i.e., male or female, new booking, returnee, LAPD new booking, station booking, special handling (K-10), etc.).
- Purpose of the transmittal. Check all appropriate boxes: (i.e., property, papers, prisoners, and papers only).
- The date and time the form was prepared.
- "From" box - Place of origin of the transmittal (i.e., Court, Sheriff's Station, Police Department, LAPD, etc.)
- "To" box - Destination, (i.e., Men's Central Jail, Century Regional Detention Facility (CRDF), etc.)
- Name - Inmate's Name (i.e., last name (write this first), first name, middle initial).
- Special Handling Classification Code - when an inmate has any special handling classification, the code shall be written in the left margin, next to the inmate's last name.
- Booking Number - If one has been issued Lockup personnel shall obtain a booking number for all new bookings. Agencies that are part of the consolidated booking system will have Sheriff's booking numbers. For agencies that are not a part of the system, if the custody has been remanded to the Sheriff, a booking number shall be obtained by lockup personnel.
- Charges and/or Warrant Numbers - Use one line of the transmittal for each charge and/or warrant number, accompanied by a Court Order or warrant.
- Remarks - This section defines exactly what is to happen to this individual as a result of having been to court this date, (i.e., hold, return court date, status change, change in charge, etc.)
- Property R - This refers to retained property. As of March 8, 1995, all jail facilities became "cashless jails"; therefore, the inmate may not retain any money. All money taken from an in-custody must be counted and sealed in a Record of Valuables Envelope (SH-J-370). Entries in this section should be (0). This is property stored for the new booking. It may have been packaged at a Sheriff's station, LAPD, Police Department or removed from a new booking at a court lockup. This property is contained in a sealed property envelope, and will be transmitted with the prisoner

to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF). Bulk property should not be listed in this section, since it is maintained at the location where the custody was arrested or remanded. Money deposited should be sealed in a separate section of the property envelope.

- Disposition - In this column, describe the disposition of that particular charge (i.e., Reject (D.A.), Trial, Hold, Release, Days in County Jail, etc.)
- Case/Warr # - Commitment - Enter case number
- Bail - The amount of bail should be entered. If it is a no bail case, write "no bail"
- Transferred by - Enter the name and employee number of the originator and the time the form was completed
- Transported by - Print the last name and employee number of the transporting Deputy. The transporting Deputy shall sign the transmittal
- Time - Enter the time the inmates were picked up
- Received by - Name and employee number of the person who received paperwork at IRC/CRDF, L.C.M.C., CRDF, etc.
- Number of - An inventory of each classification of inmates transported, along with a total number of warrants, court papers, and a total thereof
- Entry Control Deputy - Signature of control Deputy who received the inmate at IRC/CRDF

Attach all court papers relating to the transmittal to the top of the document. Each paper should match what is entered on the face of the transmittal. Deletions, errors, and corrections should be clearly identified by crossing out the line item with a single black line with an explanation of the deletion or correction.

• 2-14/015.00 Special Handle Inmate Transmittals

Inmates requiring special handling, due to their classifications, shall be written on a separate transmittal. If the inmates are housed in the same location and have the same classification, they can be written on the same transmittal. If an inmate requires separate transportation accommodations, (example... a separate bus, cage or section of the bus), a separate transmittal shall be written.

Other inmates requiring specialized transmittals are:

In-Trial Inmates: shall be written on a transmittal and clearly marked in red pen "IN-TRIAL INMATE (S) - REMODULE."

Green Band Inmates: shall be written on a separate transmittal that is clearly marked "POTENTIAL RELEASE TRANSMITTAL."

Inmates Sent in Error: shall be written on a separate transmittal that is clearly marked with the letters "SEE" (Sent in Error).

Pre-Arraigned Inmates: shall be written on a separate transmittal that is clearly marked "PRE-ARRAIGNED INMATE(S)."

Inmates Sentenced to Death: shall be written on a separate transmittal that is clearly marked

"CONDEMNED INMATE."

• 2-14/020.00 Distribution Of Transmittals

Transmittals will be prepared as an original and four copies. When the CST bus arrives at a court facility, the bus crew will check the transmittal and all of the attached papers. The distribution is as follows:

- The original and one copy will be used by IRC/CRDF for inmate tracking.
- The second copy will be detached by the CST Deputy after it is checked and signed, and retained at the court as a property receipt and record of the movement of the inmate.
- The third copy will be used by the CST as a body receipt, and will be used to acknowledge the receipt of a particular number of inmates by the IRC/CRDF control Deputy. This copy will be signed and delivered to the CST desk.
- The fourth copy will be placed in the property box/bag.
- The fifth copy will be attached to "New Remand Packets", along with the medical forms.

• 2-14/025.00 Records Keeping Requirements For Transmittals

Transmittals shall be maintained in the lockup for one (1) year, after which they may be destroyed. Refer to CSDM, 2-01/040.00 - Record Keeping, for more detailed record keeping procedures.

• 2-14/030.00 Inmate Property Bag Accountability

When lockup personnel complete inmate transmittal forms, they shall write the number of inmate property bags that are placed into the canvas property bag on the transmittal. A second Deputy, CA or supervisor will also sign his/her name on the transmittal, verifying the amount of plastic bags enclosed in the canvas bag. The bag shall then be locked in the presence of both personnel.

CST personnel are advised not to take possession of the canvas property bags, unless two signatures are present on the inmate transmittal and the bag is locked.

• 2-14/035.00 Transmittals Expediting Court Appearances Of In-Trial Inmates

When an inmate has been ordered to begin trial, it is the bailiff's responsibility to prominently mark the removal order "IN-TRIAL INMATE" in the upper right corner, either in red or highlighted in yellow marker. The bailiff then takes the paper to the lockup and personally informs lockup personnel regarding the in-trial inmate. The bailiffs will enter the appropriate inmate information on the "In-Trial/Last Day" List. (Refer to CSDM, 3-14/085.05 - Expediting Appearance of Last Day or In-Trial Inmates, for detailed procedure)

Lockup personnel will create a separate transmittal for in trial inmates, and attach copies of any special

handling or keep away information to the transmittal.

Lockup personnel will provide CST personnel a separate transmittal listing all in-trial inmates. CST personnel will ensure that all inmates listed have a purple loop band attached to their wristband.

Note: Due to security and other special handling concerns, general population security level 9, K-1, K-6 and K-10 inmates will not be included in this plan. Additionally, pro-per inmates, inmates housed in CTC or those with an "A," "D" or "W" special handling code will also not be included.